

# City of Frankfort

Position Title: Part-time Facility Groundskeeper

Reports to: Parks Supervisor

Status: Non-Exempt (28 hours per week)

To perform this position successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed in this document is representative of the knowledge, skill, and ability required to perform the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

## Position Summary:

Part-time Facility Groundskeeper is responsible for set-up & tear down of the Park Department Event Centers (Neighborhood Center, Prairie Creek Park Center). Facility Groundskeeper is responsible for operating equipment and performing manual work functions associated maintenance and repair of Park Facilities.

Odd hours are common to unlock & lock facilities based on patron use. There are special events outside of the normal operating hours where employee will be scheduled to work. Flexibility & dependability is a must.

## Essential Job Functions:

- Maintain Banquet Facilities (Neighborhood Center, Prairie Creek Park Event Center)
- Cleaning Park Restrooms
- Sweeping, mopping, waxing, shampooing carpets, window washing
- Painting & small repairs
- Mowing, trimming, landscaping maintenance
- Hanging Holiday Lights
- Enforce park rules in all of the City Parks
- Performs general and preventive maintenance tasks necessary to keep machinery, equipment and tools in operational condition and monitors equipment to maintain efficiency and safety.
- Prepares or completes various forms, reports, time sheets, and other documents as necessary.

Communicates with Park Supervisor, Parks Administrative Assistant, employees, co-workers, and other departments, the public, and other individuals as needed. Coordinates work activities and exchanges information and resolves problems.

### Additional Duties and Responsibilities:

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### Key Performance Standards:

- Maintains a professional and accountable function that reflects the pride of the Parks Department and the City of Frankfort.
- Performs all duties and responsibilities in compliance with OSHA and IOSHA standards.
- Ensures all equipment is safe to use prior to operating.
- Operates all equipment in a safe manner.
- Operates vehicles in compliance with posted speed limits.
- Meets all deadlines established.
- Meets customer services standards in accordance to the City of Frankfort

### Position Qualifications:

High School Diploma or GED

Must be 18 years or older

Must possess and maintain a valid Indiana Driver's License

### ADA Compliance:

Physical Ability: The tasks require the ability to exert heavy physical effort and heavy work. The position may include the individual to lift, climb, crawl, stoop, kneel crouch, push and pull.

### Environmental Factors:

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, humidity, rain, fumes, uncomfortable temperatures, noise, and chemicals.

### Applicant/Employee Acknowledgement:

The job description for the position of Part-time Facility Groundskeeper for the Frankfort Parks Department describes the duties and responsibilities for the employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and comply with all the job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

Applicant/Employee Signature:

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The City of Frankfort, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.